

When a Company Is No Longer Required To Be Registered

When submitting the letter informing DDTC that a company is no longer in the business of manufacturing, exporting or brokering defense articles or defense services, the letter **MUST** be:

1. Prepared on the Registrant company letterhead.
2. Copied verbatim as written below except for the sections in parentheses and italicized. In those sections, add specific information.
3. Signed by an authorized senior officer listed in Block 7 of the DS-2032 form.
4. Prepared using the same business legal name as that in the U.S. or Foreign equivalent Government or State (endorsed or issued) documentation supporting legal name and organizational type of the registrant (e.g., articles of organization, articles of incorporation, State Incorporation Certificate).

Re: (Insert DDTC Registration Code)

Dear *(insert name of current Director of the Office of Defense Trade Controls Compliance)*:

(Insert company name) will allow our DDTC registration to expire and will no longer be in the business of manufacturing, exporting or brokering defense articles or defense services.

Under penalty according to Federal Law (22 CFR 127.2; 22 USC 2778; 18 USC 1001) I, *(insert name of person signing letter)*, as authorized by *(name of registered entity)* warrant the truth of the statements made herein."

Respectfully,

(Signature, in ink, of Senior Officer as their name appears in Block 7 of DS-2032 form)

(Print Full Name)

(Insert Official Title)